



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Dorset Council Councillors

Members of the Public & Press

Dear Member

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will be held **online** using Microsoft Teams on **Tuesday 4th May 2021** at **6:00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
21st April 2021

A G E N D A

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting using [Microsoft Teams](#). If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via admin@blandfordforum-tc.gov.uk or 01258 454500.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Election of the Chairman of Council/Town Mayor ([the Chairman will deliver his/her Declaration of Office, to be signed at a later date](#))
 - 1.1 To confirm the Mayor's Charities for 2021/22
 - 1.2 To confirm the Mayor's Chaplain for 2021/22
2. Election of the Vice Chairman of Council/Deputy Town Mayor
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Confirm the accuracy of the Minutes of the Town Council meeting held on 26th April 2021](#)

6. Receive and note minutes of and/or to determine recommendations made by committees (None)
7. [Review of delegation arrangements to committees, sub-committees, employees and other local authorities](#)
8. [Review of the terms of references for committees](#)
9. [Appointment of members to existing committees](#)
 - 9.1 Town Council Planning (All Members)
 - 9.1.1 Election of Chairman
 - 9.1.2 Election of Vice Chairman
 - 9.2 Recreation & Amenities
 - 9.2.1 Nine Members including the Chairman and Vice Chairman of Council
 - 9.2.2 Election of Chairman
 - 9.2.3 Election of Vice Chairman
 - 9.3 Town & General Purposes
 - 9.3.1 Nine Members including the Chairman and Vice Chairman of Council
 - 9.3.2 Election of Chairman
 - 9.3.3 Election of Vice Chairman
 - 9.4 Finance & Staffing
 - 9.4.1 Nine Members including the Chairman and Vice Chairman of Council and the Chairmen of Recreation & Amenities and Town & General Purposes Committees
 - 9.4.2 Election of Chairman
 - 9.4.3 Election of Vice Chairman
10. [Appointment of any new committees, confirmation of the terms of reference, the number of members \(including, if appropriate, substitute councillors\) and receipt of nominations to them](#)
11. [Review and adoption of appropriate standing orders and financial regulations](#)
12. [Review of arrangements \(including legal agreements\) with other local authorities, not-for-profit bodies and businesses](#)
13. Reports from representatives of community and local organisations (written reports to be tabled at the meeting)
14. [Review of representation and subsequent appointment on external bodies and arrangements for reporting back](#)
15. [Review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence and confirm that the Town Council still meets the criteria of The Parish Councils \(General Power of Competence\) \(Prescribed Conditions\) Order 2012](#)
16. [Review of inventory of land and assets including buildings and office equipment including the formation of a Working Group to inspect the Town Council's Deeds and Trusts](#)
17. [Review and confirmation of arrangements for insurance cover in respect of all insured risks](#)

18. [Review of the Council's and/or staff subscriptions to other bodies](#)
19. [Review the Council's complaints procedure](#)
20. [Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information, data protection legislation and website accessibility](#)
21. [Review of the Council's policy for communicating with the press/media](#)
22. [Review of the Council's employment policies and procedures](#)
23. [To confirm the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council](#)
24. [Review of the Council's Risk Assessment Management Policy Arrangements \(including Financial\)](#)
25. [Review of the Council's Business Continuity Plan](#)
26. [Review of the Council's Climate Change and Biodiversity Action Plan](#)

DATES OF FUTURE MEETINGS

6th May Neighbourhood Plan Referendum

Minutes of the Town Council and Committee meetings are available from the Town Clerk's Office and at www.blandfordforum-tc.gov.uk

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



Twinned with Mortain, France



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Delivery by the Chairman of the Council of his/her acceptance of office form, which will be completed and signed at the earliest opportunity

89

Declaration of Acceptance of Office

I⁽¹⁾,

having been elected to the office of⁽²⁾

of the⁽³⁾

DECLARE that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the Code as to the Conduct which is expected of members of the⁽³⁾

Date:

(Signature)

This declaration was made and subscribed before [me] [us]

.....
(4)[Member(s)] [Proper Officer] of the Council
.....

(1) Insert name of person making the declaration
(2) Insert description of office

(3) Insert name of the authority

(4) If the declaration is made and subscribed before any other person authorised by section 83(3) of the Local Government Act 1972, adapt accordingly.

Review of Delegation Arrangements to Committees, Sub-Committees, Employees and other Local Authorities

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any delegation arrangements it might have for its Committees, Sub-Committees, Employees or with other Local Authorities.

Delegation Arrangements to Committees

The Town Council operates with a Committee structure. This structure has been in place for many years and has worked extremely well.

Each Committee operates within an agreed remit (terms of reference) and the remits of each Committee feature in another report later on the agenda.

With the above in mind there is no need to review the present arrangements.

Delegation Arrangements to Sub-Committees

The Town Council at present does not have any formal sub-committees.

The Town Council operates with Working Groups that are established either by the Town Council or a Committee and meet as frequently as is required while a particular issue is considered. A Working Group reports back to either its parent Committee or Town Council/Planning on a regular basis or once the task has been completed. When the task of the Working Group has been completed the Working Group disbands.

With the above in mind there is no need to review the present arrangements.

Delegation Arrangements to Employees

The Town Council delegates a range of tasks and responsibilities to various employees of the Council and these are clearly detailed in the Standing Orders and Financial Regulations.

With the above in mind there is no need to review the present arrangements.

Delegation Arrangements to Other Local Authorities

The Town Council does not at present delegate to, or have delegated to it, any responsibility for the provision of a service. There is therefore no need to review the present arrangements.

Recommendation

The delegation arrangements the Town Council presently has in place in relation to Committees, Sub Committees, Employees and with other Local Authorities as detailed above does not appear to require change for the 2021/2022 Mayoral year, hence the Town Council is requested to approve the report.

Linda Scott-Giles
Town Clerk
15th March 2021

Review of Terms of Reference for Committees

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the opportunity to review the Terms of Reference for Committees.

General Terms of Reference Applicable to All Committees

The Town Council introduced the general terms of reference for all committees ([viewable here](#)) in January 1999. This was later amended in March 2002 and last updated in 2019 to reflect the change to the Dorset Council. The document continues to work well and there is no apparent reason to amend the document.

Corn Exchange Meetings

This was introduced in 2020 and the remit is [viewable here](#). The document continues to work well and there is no apparent reason to amend the document.

Town Council Planning Committee

The remit and delegated powers of the Town Council Planning Committee ([viewable here](#)) were last reviewed in May 2019. The document continues to work well and there is no apparent reason to amend the document.

Finance & Staffing Committee

The remit and delegated powers of the Finance & Staffing Committee ([viewable here](#)) were last reviewed and updated in May 2019. The document continues to work well and there is no apparent reason to amend the document.

Town & General Purposes Committee

The remit and delegated powers of the Town & General Purposes Committee ([viewable here](#)) were last reviewed in May 2019 and were later amended to include the Markets. The document continues to work well and there is no apparent reason to amend the document.

Recreation & Amenities Committee

The remit and delegated powers of the Recreation & Amenities Committee ([viewable here](#)) were last reviewed in May 2019. The document continues to work well and there is no apparent reason to amend the document.

Recommendation

That the Town Council agrees that no changes are required to the:

- General Terms of Reference Applicable to All Committees
- Town Council Planning Committee
- Corn Exchange
- Finance & Staffing Committee
- Town & General Purposes Committee
- Recreation & Amenities Committee

Linda Scott-Giles
Town Clerk
15th March 2021

Appointment of members to existing committees

<u>EXISTING</u>	<u>2021/2022</u>
<p align="center"><u>TOWN COUNCIL PLANNING (16)</u></p> <p>Committee Chairman Cllr Clark Committee Vice Chairmen Cllr Carter Committee Members All Town Councillors</p>	<p align="center">All Town Councillors</p>
<p align="center"><u>RECREATION & AMENITIES COMMITTEE (9)</u></p> <p>Committee Chairman Cllr H White Committee Vice Chairman/ Chairman of Council Cllr L Lindsay Vice Chairman of Council Cllr L Hitchings Committee Members Cllr N Lacey-Clarke Cllr C Jacques Cllr J Stayt Cllr S Hitchings Cllr R Carter Vacancy</p>	<p>Cllr H White Cllr N Lacey-Clarke Cllr L Hitchings Cllr S Hitchings Cllr L Lindsay Cllr J Stayt Cllr C Jacques Cllr R Carter</p>
<p align="center"><u>TOWN & GENERAL PURPOSES COMMITTEE (9)</u></p> <p>Committee Chairman Cllr H Mieville Committee Vice Chairman Cllr R Holmes Chairman of Council Cllr L Lindsay Vice Chairman of Council Cllr L Hitchings Committee Members Cllr B Quayle Cllr C Stevens Cllr A Cross Cllr P Clark Cllr P Osborne</p>	<p>Cllr H Mieville Cllr R Holmes Cllr B Quayle Cllr C Stevens Cllr P Osborne Cllr A Cross Cllr P Clark</p>
<p align="center"><u>FINANCE & STAFFING COMMITTEE (9)</u></p> <p>Committee Chairman Cllr S Hitchings Committee Vice Chairman & Chairman of Town & General Purposes Committee Cllr P Osborne Cllr H Mieville Cllr L Lindsay Chairman of Council Cllr L Hitchings Vice Chairman of Council Cllr H White Chairman of Recreation & Amenities Committee Cllr C Stevens Committee Members Cllr A Cross Cllr R Carter</p>	<p>Cllr S Hitchings Cllr P Osborne Cllr H Mieville Cllr L Lindsay Cllr L Hitchings Cllr H White Cllr C Stevens Cllr A Cross Cllr R Carter Cllr R Holmes Cllr J Stayt</p>

Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to consider establishing any new committees, terms of reference member numbers and Councillor nominations.

New Committees

This matter has been given consideration by Officers and there is no apparent reason why any new committees need to be established for the 2021/22 Mayoral year.

Working Groups

In May 2019, Councillors confirmed membership of the following working groups for the five-year term:

- Neighbourhood Plan working group (memorandum of understanding)
- Corn Exchange (no longer relevant)
- Public Art (project completed)

Recommendation

That the Town Council continues with its existing Committee structure for the 2021/22 Mayoral year.

Linda Scott-Giles
Town Clerk
15th March 2021

Review and Adoption of appropriate Standing Orders and Financial Regulations

Introduction

In October 2013 The National Association of Local Council (NALC) published revised Model Standing Orders. The Town Council adopted the Standing Orders on 4th May 2014 and numerous amendments have since been made.

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review and adopt appropriate Standing Orders and Financial Regulations.

Standing Orders ([viewable here](#))

As detailed above the Town Council approved and adopted new Standing Orders in May 2014 and these were last updated in 2020, when the Town Council introduced the Corn Exchange meetings.

Working through this agenda, and comparing it to the standing orders, the following items have been included in the agenda that are not listed in the standing orders. Councillors may wish to update standing orders accordingly.

- The website accessibility statement has been included in the privacy policy agenda item.
- The risk management policy (including financial), the Business Continuity Plan, and the Climate Change and Biodiversity Action Plan have been included in this annual meeting agenda.

Financial Regulations ([viewable here](#))

In April 2014 NALC published Model Financial Regulations. A Working Group to review the Financial Regulations was formed in June 2014 and these were adopted by full Council on the 27th October 2014. They were most recently updated in December 2020.

The Financial Regulations were considered by the Finance & Staffing Committee on 15th March 2021 and no amendments were made.

Recommendation

That the Town Council considers the contents of the report and makes any changes prior to adopting the updated Standing Orders and Financial Regulations for the 2021/22 Mayoral year.

Linda Scott-Giles
Town Clerk
15th March 2021

Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any arrangements or charters with financial contributions to other local authorities.

Arrangements, Charters and Agreements

- a) Blandford Leisure Centre – The position affecting Blandford Leisure Centre has been well documented and discussed by BFTC over recent years, and in 2020 the Town Council resolved not to enter into another funding agreement with the Dorset Council at £50,000 per year as a contribution to the overall running costs of the facility.
- b) Blandford Market – The Town Council is still awaiting for the Dorset Council to transfer the Blandford Market and its Charter. In the meantime, the Town Council has an agreement with their parking department to reimburse them for loss of income from Market Place parking.
- c) Grass Cutting – The Town Council has contracts in place with Blandford Scouts and the Dorset Council for grass cutting services.
- d) Play Area Checks – An agreement is in place with Blandford St Mary Parish Council for health and safety checks of the outdoor gym equipment they have at Stour Meadows. The term for this agreement was changed from annual to 5 years in 2018.
- e) MVS Blandford – A four-year agreement (expiring December 2023) is in place with local mechanics, MVS Blandford, for the Town Council's vehicles in return for vehicle sponsorship.
- f) General Servicing Agreements – The Town Council has agreements in place with the following providers for essential services:
 - Fire and Intruder Alarms
 - Fire appliances
 - Toilet cleaning
 - Utilities contracts
 - Waste disposal
 - Sanitary waste disposal
 - IT support
 - Photocopier
 - Neopost Franking Machine
 - Clock servicing
 - Hot water boiler
- g) Health and Safety and Human Resources – The Town Council has a 5-year agreement in place with Ellis Whittam for this support (expires May 2026).

- h) Insurance – The Town Council approved a three-year contract for its insurance provision in March 2021.

Service Level Agreements

- a) Blandford Youth & Community Centre – The SLA is that the Council makes a financial contribution to the Blandford Youth & Community Centre of £15,000 for the financial years 2019/20, 2020/21 and 2021/22. This Agreement is held with the Centre itself and not with the usual youth service provider, Dorset Council.
- b) Treads – The SLA is that the Council makes a financial contribution to Treads of £4,000 for the financial years 2019/20, 2020/21 and 2021/22.
- c) Blandford Information Centre – The SLA is that the Council will make a financial contribution to the TIC of £2,000 for the financial years 2019/20, 2020/21 and 2021/22.
- d) Town Museum – The SLA is that the Council will make a financial contribution to the Museum of £2,000 for the financial years 2019/20, 2020/21 and 2021/22.
- e) Fashion Museum – The SLA is that the Council will make a financial contribution to the CAB of £2,000 for the financial years 2019/20, 2020/21 and 2021/22.
- f) Citizen's Advice Bureau – The SLA is that the Council will make a financial contribution to the CAB of £2,500 for the financial years 2019/20, 2020/21 and 2021/22.

Each SLA has varying conditions for the funding the Town Council provides.

Service Provision Funding Agreement

- a) Blandford Stour Valley Band – The agreement is for the Council to make a financial contribution to the Band of £1,500 for the financial years 2019/20, 2020/21 and 2021/22 to offset the cost of the Band's rehearsal and storage space. In return the Band perform in the Town at various events throughout the year.

Should you wish to view any of the documentation referred to in this report, please contact the Town Clerk.

Recommendation

That the Town Council notes the arrangements currently in place with other local authorities, not-for-profit bodies and businesses.

Linda Scott-Giles
Town Clerk
15th March 2021

Representatives to Community and Local Organisations and Town Council Appointments 2021 – 2022

ORGANISATION	REPRESENTATIVE 2020/21	REPRESENTATIVE 2021/22
BFTC Commemoration Group	Cllr Quayle Cllr Stevens Cllr Cross Cllr Carter	Cllr Quayle Cllr Stevens Cllr Cross Cllr Carter
Age UK (previously Age Concern)	Cllr Stayt Cllr Stevens	Cllr Stayt
Allotment Society	Cllr Lindsay Cllr White (Chair of R&A)	Cllr Lindsay Cllr Mieville
Ancient Monuments Officer	Cllr Clark	Cllr Clark
Blandford + Neighbourhood Plan	Cllr White Cllr Carter Cllr Stayt Cllr Cross	Cllr White Cllr Carter Cllr Stayt Cllr Cross Cllr Holmes
Blandford & District Civic Society	Cllr Holmes Cllr Stevens	Cllr Holmes Cllr Stevens Cllr Cross
Blandford Area Youth Management Committee	Cllr Osborne Cllr Jacques	Cllr Osborne Cllr Jacques Cllr Lacey-Clarke
Blandford Fashion Museum	Cllr Holmes Cllr Quayle	Cllr Holmes Cllr Quayle
Blandford Forum Charities (4 Cllrs) (Five year term)	Cllr Stayt Cllr Quayle Cllr Carter Cllr Clark	Cllr Stayt Cllr Quayle Cllr Carter Cllr Clark
Blandford Leisure Centre Consultative Group	Cllr Lindsay Cllr Carter	Cllr Lindsay Cllr Carter
Blandford Literary Festival	Cllr Osborne	Cllr Osborne Cllr Quayle
Blandford Museum Trust	Cllr Quayle Cllr Cross	Cllr Quayle Cllr Cross
Blandford Opportunity Group	Cllr Stayt	Cllr Stayt Cllr L Hitchings
Blandford Public Transport Group Parish Transport Representative	Cllr S Hitchings Cllr Osborne	Cllr S Hitchings
Blandford Town Team	Cllr Mieville	Cllr Mieville
Blandford Yuletide Festival	Cllr L Hitchings Cllr Stevens Cllr White Cllr Holmes	Cllr L Hitchings Cllr Stevens Cllr White Cllr Holmes
Blandford Business Group	Cllr Stayt	Cllr Stayt Cllr Stevens

Chamber of Commerce	Cllr Stayt	Cllr Stayt
Citizens Advice Dorset	Cllr Holmes	Cllr Holmes Cllr Osborne
Clean Up Blandford Campaign	Cllr Quayle Cllr Stevens Cllr Cross	Cllr Quayle Cllr Stevens Cllr Cross Cllr Mieville
Cycling Officer	Cllr L Hitchings	Cllr L Hitchings
Diversity Representative	Cllr Mieville	Cllr Mieville
Dorset Association of Parish & Town Councils (DAPTC) Larger Councils and North Dorset	Cllr Stayt Cllr White	Cllr Stayt Cllr White
Flood Warden	Cllr Clark	Cllr Clark
Foundation Governors Blandford Secondary School Foundation	Cllr Carter Cllr Mieville Cllr Lacey-Clarke (Deputy)	Cllr Carter Cllr Mieville Cllr Lacey-Clarke (Deputy)
Georgian Fayre		Cllr L Hitchings
Great Dorset Steam Fair	Cllr Lindsay	Cllr Lindsay
The Heritage Group (UNESCO World Heritage Site)	Cllr Lindsay	
Mortain & Blandford Twinning Association	Cllr Cross Cllr Carter	Cllr Cross Cllr Carter
Preetz Twinning Association	Cllr Quayle Cllr Osborne	
Remembrance Sunday Planning Group (5-year term)	Cllr Lindsay Cllr Carter Cllr Holmes	Cllr Lindsay Cllr Carter Cllr Holmes
Rights of Way Officer	Cllr Cross	Cllr Cross
TIC Observer	Cllr Stayt Cllr Holmes	Cllr Stayt Cllr Holmes
TREADS	Cllr Osborne Cllr Mieville	Cllr Osborne Cllr Mieville
Tree Warden		Cllr Mieville
William Williams Charity Representative	Cllr White	Cllr White Cllr Lacey-Clarke

Review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence and confirm that the Town Council still meets the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Introduction

This agenda item is two items combined because they are so closely linked.

Expenditure

The Town Council used to apply s137 for its expenditure authority prior to the General Power of Competence and Councillors will be aware that s137 has not been applied for some time. During the last financial year, the Town Council has only used the General Power of Competence.

Eligibility

Section 28 of the Town Council's Standing Orders confirms the eligibility requirements, which this council has been approving on an annual basis to avoid it being missed from the agenda on an election year (!), which are as follows:

- The General Power of Competence (GPC) is a power of first resort, giving a local authority "the power to do anything that individuals generally may do" where permitted by the Localism Act 2011 s1-8.
- Before exercising the General Power of Competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- To be eligible, the number of councillors elected at the last election (or subsequent by-election) must equal or exceed two thirds of the total numbers of seats on the council and the council must have a qualified clerk. It must confirm it remains eligible at every annual meeting of the council after ordinary elections and can use the GPC as long as it does not break other laws.

Recommendation

That the Town Council notes its expenditure incurred under the General Power of Competence and confirms that it continues to meet the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Linda Scott-Giles
Town Clerk
15th March 2021

Review of Inventory of Land and Assets Including Buildings and Office Equipment and the Formation of the Town Council's Deeds and Trusts Working Group

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its inventory of land and assets and to form a Working Group to inspect the Town Council's Deeds and Trusts.

Inventory of Land

The Town Council has responsibility for various parcels of land and buildings in Blandford Forum and these are all included in the land inventory at Appendix A – [Land Inventory](#).

In 2009 the Town Council registered land that it already owned, which is also detailed at Appendix A.

If any Member would like to see the Land Registry titles, please contact the Town Clerk.

Inventory of Assets (including buildings and office equipment)

The Town Council's Responsible Financial Officer maintains an Asset Register and all the items listed have a description, date acquired, model and serial numbers, purchase price, value price, insurance details and comments box (where appropriate).

The Asset Register includes, but is not limited to, the following:

- a. Office and IT equipment
- b. Civic and Mayoral items
- c. Furniture
- d. Fire Extinguishers
- e. Christmas Decorations
- f. Street Furniture
- g. Plant Fixtures and Fittings (hot water and condensing boilers)
- h. Grounds Maintenance equipment
- i. Motor Vehicles
- j. CCTV Equipment

Due to the size of these documents copies have not been made available for Members. If any Member would like to see the Asset Register please contact the Town Clerk.

The Asset Register was last approved at the 15th March 2021 Finance & Staffing Committee meeting.

Inspection of the Town Council's Deeds and Trusts

The Town Council agreed on the 18th May 2018 that deeds and trusts should be reviewed on an annual basis. Cllrs Holmes and Jacques carried out the 2020/2021 inspection. This is considered valuable background for newer members as it provides an interesting background to the land and properties that the Town Council owns or manages.

Recommendation

To approve the list of land registered to the Town Council and note Appendix A.

To approve that the Town Council's Asset Registers are updated regularly and were last reviewed at the Finance & Staffing Committee meeting held on 15th March 2021.

To agree on Members to form the Working Group to carry out the next annual review of the Town Council's deeds and trusts, when it is possible to do so.

Linda Scott-Giles
Town Clerk
15th March 2021

Land Inventory

The deeds, documents and agreements for the list below are available to view in the Town Clerk's Office by arrangement.

Item No.	Location	Use	Area (m ²) (if known)	Title No.	Ordnance Survey Map Reference	Own	Lease	Maintain
1.	Cemetery, Chapel, Workshop and Cemetery Field, Salisbury Road	Burials	23,328	DT374396	ST8907SW	✓		
2.	Closed Churchyard of St Peter & St Paul, East Street/Market Place	Closed Churchyard	1,545	-	-			✓
3.	Corn Exchange and Town Clerk's Office, Market Place	Town Council offices and community venues	-	DT375116	ST8806SW	✓		
4.	Damory Down Amenity Areas	Amenity areas/open spaces	-	DT30798	ST8807	✓		
5.	Dr David's Memorial Plot (NDDC), Wimborne Road	Memorial grass/shrub area	8	DT358635	-			✓
6.	Elizabeth Road Allotments/Philip Road	Allotments	-	-	-			✓
7.	Unit 18, Glenmore Business Park (Depot), Higher Shaftesbury Lane	Welfare unit and storage	-	DT397470	ST8907NW	✓		
8.	Lamperd's Field Allotments and Store, Salisbury Road	Allotments and storage compound	-	DT284885	ST8907NE		✓	
9.	Langton Play Area	Play Area	1,503.01	DT358635	ST8806SE	✓		
10.	Langton Car Park/back of M&S (grass cutting), Langton Road	Amenity areas/open spaces	1,529.44	-	-			✓
11.	Larksmead Recreation Ground, Pavilion and Play Area, Larksmead	Recreational area	25,787.85	DT374443	ST8907SE	✓		

12.	Marsh & Ham (grass cutting), off of West Street	Amenity areas/open spaces	2,571.93	-	-			✓
13.	Marsh & Ham Toilet Block / Information Centre, off of West Street	Public Conveniences	-	-	-		✓	
14.	The Old Bath House, Church Walk (<i>in the process of selling, transfer completion anticipated by 4th May 2021</i>)	Entrance to old almshouses/unused listed building	-	DT333607	ST8806SE	✓		
15.	Park Road Recreation Ground, Car Park, Pavilions, Play Area and (closed) toilet block (Barnes for a Recreation Ground Trust), Park Road	Recreational area	15,692.74	DT374492	ST8806NW	✓		
16.	Railway Arches (NDDC), Stour Meadows (back of Langton Road long stay car park)	Redundant railway arches	-	DT264601	ST8806SE		✓	
17.	Skate Park (NDDC), Stour Meadows car park (back of Hall & Woodhouse brewery)	Skate park	1,280.50	DT300638	ST8805NE		✓	
18.	Tabernacle Toilet Block, The Tabernacle	Public Conveniences	-	-	-	✓		
19.	The Great Fire Monument (Town Pump), Market Place	Monument	-	-	-	✓		
20.	Woodhouse Gardens and Pavilion, The Tabernacle	Formal gardens and community venue	412	DT358635	ST8806SE	✓		
21.	Badbury Heights development – amenity areas (Phase 1 & 2 transferred, Phase 2 Play Area, awaiting 3a & 3b), off of Higher Shaftesbury Lane	Amenity areas/open spaces	-	DT410020	-	✓		

Review and Confirmation of Arrangements for Insurance Cover in Respect of all Insured Risks

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its insurance cover.

Insurance Cover in Respect of All Insured Risks

An Insurance Risk Assessment of the Town Council's Insurance Cover was carried out, and Premiums for 2021/2022 were approved by the Town Council on 15th March 2021.

Should Councillors wish to view the Town Council's insurance policy and policy schedule please request a copy from the Town Clerk.

Recommendation

That the Town Council notes that its Insurance Cover in respect of all insured risks has been approved for the 2021/2022 Mayoral year.

Linda Scott-Giles
Town Clerk
15th March 2021

Review of the Council's and/or Employees' Membership of Other Bodies

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its/or its employees' membership of other bodies.

The Council's Membership of Other Bodies

- a) The Town Council annually takes out Membership of the Dorset Association of Parish and Town Councils (DAPTC). BFTC automatically obtains the support services and guidance offered to Town Council from the National Association of Councils (NALC) once it has joined its County Association. The Membership of DAPTC is through the Annual Subscription scheme and the total cost for the subscription in 2021/2022 is £1,335.66, which was approved at the January council meeting.
- b) The Town Council is a Member of the Institute of Cemetery and Crematorium Management (ICCM). Membership is essential for cemetery management training, which includes memorial safety, and they also offer legal advice by telephone. Membership cost is currently £95.00 a year.
- c) The Town Council joined the National Association of British Market Authorities (NABMA) in 2015. NABMA offers support and advice on both indoor and outdoor markets. Membership cost is £185.00 for 2021/2022.
- d) The Town Council has approved expenditure of £2,940 + VAT per annum to enter into a further five-year agreement with Ellis Witham (Expenditure Authority: Localism Act 2011 s1-8) from May 2021. Ellis Witham provides support and consultancy on H&S and HR issues, and the service has proven to be extremely valuable in the past.
- e) The Town Council annually takes out Membership of the Society of Local Council Clerks (SLCC). This provides the Town Clerk with training events, seminars and a Dorset and national network for Clerks to share and exchange ideas and experiences. The subscription cost for 2021/2022 is £401.00. The SLCC provides valuable information on various subject matters and is a very useful resource, which other staff members have also benefitted from in the last year with online training courses.

Recommendation

That the Town Council notes the report.

Linda Scott-Giles
Town Clerk
15th March 2021

Review of BFTC's Complaints Procedure

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its complaints procedure.

Code of Practice for Handling Complaints

BFTC had for some years a code of practice for handling complaints, which was replaced by NALC's recommendation as a result of Minute No. 83 of the Town Council meeting held on 8th September 2014. The Complaints procedure ([viewable on our website here](#)) has been updated to be in line with NALC's LTN 9E | Handling Complaints.

An Employee Complaint

The procedure confirms that such a complaint will be dealt with as an employment matter.

It would appear that the present procedures work and there is no need to change or amend the process used.

A Councillor Complaint

The procedure confirms that complaints about a Councillor are subject to the jurisdiction of the Dorset Council, unless it is a breach of the rules about Disclosable Pecuniary Interests which will be a criminal offence to be reported to the police.

It would appear that the present procedures work and there is no need to change or amend the process used.

A General Complaint

If a general complaint is received, it should if possible be resolved by the Town Clerk, other proper officer or Chairman of Council. If this is not possible then a formal process will ensue and this will involve the formation of a Councillor panel, as detailed in Section 3 of the Complaints Procedure.

Recommendation

That the Town Council's Complaints Procedure is approved for the 2021/2022 Mayoral year.

Linda Scott-Giles
Town Clerk
15th March 2021

Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information, Data Protection legislation and Website Accessibility Statement

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the procedure for handling requests under the General Data Protection Regulations 2018 and the Data Protection Act 2018.

In 2021, the review of the council's website accessibility statement was added to this annual item due to its importance.

Detail

All Councils should produce a paper that details the information it holds and where the information can be located under the Model Publication Scheme.

The Town Council adopted a Privacy Policy at the Town Council meeting held on 23rd April 2018 and the Model Publication Scheme has now been merged into this Policy.

This is available to view on our website:

[Privacy Policy](#)

[Freedom of Information Policy](#)

The council's website accessibility statement is also available to view on the council's website:

[Website Accessibility Statement](#)

Recommendation

That the Town Council's Privacy Policy, including Freedom of Information Policy, and its Website Accessibility Statement are approved for the 2021/2022 Mayoral year.

Linda Scott-Giles

Town Clerk

15th March 2021

Review of the Council's Policy for Communicating with the Press & Media

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the policy for dealing with the Press or Media.

Background

A Town Council Working Group to review the Press & Media Policy was formed following receipt of NALC's model policy. The Town Council adopted the attached policy at Appendix A and retained section 21 of the Town Council's Standing Orders at the Town Council Meeting held on Monday 8th December 2014.

The Press & Media Policy (distributed to councillors by email) and section 21 of the Standing Orders have worked well to date and there is no apparent reason to amend the document.

Recommendation

That the Town Council agrees that the Press & Media Policy and section 21 of the Standing Orders continue to be appropriate for the 2021/2022 Mayoral year.

Linda Scott-Giles
Town Clerk
15th March 2021

Review of the Council's employment policies and procedures

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its employment policies and procedures. This was an additional agenda item for the annual meeting, introduced by NALC as part of their amended Standing Orders (April 2018).

Detail of the Report

The Town Council has the following documents in place with regards to employment policies and procedures, which are all verified and updated by officers and Ellis Whittam:

- Employee Manual
- Training Policy
- Equality Policy
- Privacy Policy
- Contracts, Offer Letters and Job Descriptions
- Risk Assessments
- Office Procedures
- Strategic Plan
- And other associated documents

Some of these documents are available from the Town Clerk should Councillors wish to see a copy.

Recommendation

That the Town Council's employment policies and procedures are approved for the 2021/2022 Mayoral year.

Linda Scott-Giles
Town Clerk
15th March 2021

Confirm the Dates, Times and Place of Ordinary Meetings of the Full Council for the Year Ahead

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review and adopt the Council Diary for 2021/22.

Council Diary

At the Town Council Meeting held on 21st December 2020 the Town Council agreed the calendar of meetings for May 2021 – May 2022.

Councillors should note that – in an ordinary year – staff time is also used for organising (or involvement in) events that are not listed on the Council Diary, which include the following:

Blandford + Meetings and Events

Corn Exchange promotion events (e.g. Half term events)

Mayor's Civic Day

Thanksgiving Service

Mayor's Charity Night

Additional Mayoral/civic events (e.g. band concerts held, Freedom Parades, Twinning Events)

WWI / WW2 Events

Any other national events

Recommendation

To reaffirm the calendar at [Appendix A](#) for the 2021/2022 Mayoral year.

Linda Scott-Giles

Town Clerk

15th March 2021

Council Diary 2021/2022

MAY 2021	
Monday 3	Bank Holiday
Tuesday 4	Annual Meeting of the Town Council (followed by Town Council meeting)
Friday 14	Mayor Making Ceremony
Monday 17	Town Council Meeting (Corn Exchange)
Monday 24	Planning Meeting
Monday 31	Bank Holiday
JUNE 2021	
Monday 7	Finance & Staffing Committee Meeting
Monday 14	Recreation & Amenities Committee Meeting
Monday 21	Town Council Photograph at 6.30pm / Town Council Meeting (Trust AGM) 7pm (raise a flag for Armed Forces Day)
Saturday 26	Armed Forces Day
Monday 28	Planning Meeting
JULY 2021	
Monday 5	Town & General Purposes Committee Meeting
Monday 12	Town Council Meeting
Monday 19	Town Council Meeting (Corn Exchange)
Monday 26	Planning Meeting
AUGUST 2021	
No meetings are scheduled for this month, although a Planning meeting may be necessary	
SEPTEMBER 2021	
Friday 3	Merchant Navy Day
Monday 6	Planning Meeting
Friday 11	Dorset Architectural Heritage Week (DAHW) (Cemetery Chapel) (tbc)
Monday 13	Finance & Staffing Committee Meeting
Saturday 18	Community Expo (including budget consultation) Dorset Architectural Heritage Week (Corn Exchange, Town Hall & Council Chamber)
Monday 20	Recreation & Amenities Committee Meeting
Monday 27	Town Council Meeting
OCTOBER 2021	
Monday 4	Planning Meeting
Monday 11	Town & General Purposes Committee Meeting
Monday 18	Town Council Meeting (followed by Trust Meeting)
Monday 25	-
NOVEMBER 2021	
Monday 1	Planning Meeting
Sunday 7	Royal British Legion Cemetery Service
Monday 8	Recreation & Amenities Committee Meeting
Thursday 11	Armistice Day 11am
Friday 12	Remembrance School Involvement at 10.30am at the churchyard
Sunday 14	Remembrance Sunday Parade & Church Service 2.30pm

Monday 15	Town & General Purposes Committee Meeting
Monday 22	Town Council Meeting
Monday 29	Town Council Meeting (Corn Exchange)
DECEMBER 2021	
Friday 3	Yuletide Festival
Saturday 4	Small Business Saturday
Monday 6	Planning Meeting
Monday 13	Finance & Staffing Committee Meeting
Wednesday 15	Civic Christmas Carol Service
Monday 20	Town Council Meeting (followed by Trust Meeting)
Thursday 23	Office closes at 12.30pm
Monday 27	Bank Holiday
JANUARY 2022	
Monday 3	Bank Holiday
Tuesday 4	Office re-opens at 9.30am
Monday 10	-
Monday 17	Planning Meeting
Monday 24	Town Council Meeting
Monday 31	-
FEBRUARY 2022	
Monday 7	Planning
Monday 14	Recreation & Amenities Committee Meeting
Monday 21	Town Council Meeting (Corn Exchange)
Monday 28	Town Council Meeting
MARCH 2022	
Monday 7	Raise the Commonwealth Flag at 10am in Market Place (robes)
Monday 7	Planning Meeting
Monday 14	Town & General Purposes Committee Meeting
Monday 21	Finance & Staffing Committee Meeting
Saturday 26	Spring Community Expo in the Corn Exchange
Monday 28	Town Council Meeting
APRIL 2022	
Monday 4	Planning Meeting
Monday 11	-
Friday 15	Good Friday
Monday 18	Easter Monday
Monday 25	Annual Town Assembly (Corn Exchange) at 6pm followed by Town Council Meeting (followed by Trust Meeting) at 7pm
MAY 2022	
Monday 2	Bank Holiday
Tuesday 3	Annual Meeting of the Town Council (followed by Town Council meeting)
Friday 13	Mayor Making Ceremony
Monday 16	Town Council Meeting (Corn Exchange)
Monday 23	Planning Meeting

Review of the Risk Assessment Management Policy (including Financial) Arrangements for 2019/20

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its risk assessment management policy.

Detail of the Report

Changes to the Accounts and Audit Regulations 2011 required the Council to conduct an annual review of internal control, which includes the arrangements for management of risk. While a review of the risks affecting the outside sites, together with administration and staff has been carried out, in light of the added regulation it was felt that a financial risk assessment was needed.

The Town Council reviews this document annually, and it was most recently updated at the Finance & Staffing Committee meeting held on 15th March 2021 and subsequently approved by full Council on 22nd March 2021.

The policy has been distributed to Councillors again by email with this agenda.

Recommendation

That the Town Council's Risk Assessment Management Policy (including Financial) is approved for the 2021/2022 Mayoral year.

Linda Scott-Giles
Town Clerk
15th March 2021

Review of the Council's Business Continuity Plan

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to establish or review its Business Continuity Plan.

Background

The Business Continuity Plan (distributed to Councillors by email) was reviewed by staff in April 2020 and only minor changes were made.

Recommendation

That the Town Council agrees that the Business Continuity Plan continues to be appropriate for the 2021/2022 Mayoral year.

Linda Scott-Giles
Town Clerk
15th March 2021

Review of the Council's Climate Change and Biodiversity Action Plan

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its Climate Change and Biodiversity Action Plan ([viewable here](#)).

Background

The Plan was amended and approved by council in September 2020, having undergone a major review by Cllr Pat Osborne.

Recommendation

That the Town Council agrees that the Climate Change and Biodiversity Action Plan continues to be appropriate for the 2021/2022 Mayoral year.

Linda Scott-Giles
Town Clerk
15th March 2021